

***Appendix XVIII. Park and Recreation Department Best  
Management Practices Manual***

---

***This Page Left Intentionally Blank.***

***San Diego  
Park & Recreation Department***

---

**BEST MANAGEMENT PRACTICES  
Storm Water Pollution  
Prevention Program**

---

***MASTER SET of BMP'S***

**September 2002**



***WE ENRICH LIVES THROUGH QUALITY PARKS AND PROGRAMS!***

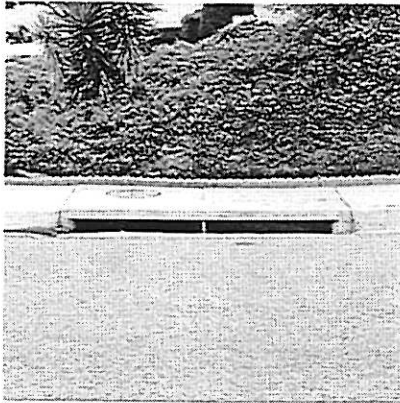


City of San Diego  
Storm Water Pollution Prevention Program

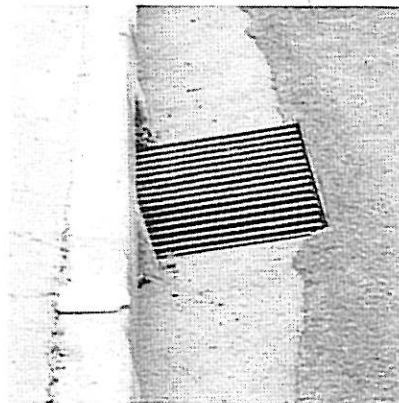
# Storm Drain System 101

## INLETS

### TYPICAL STREET INLETS



Gutters and curb inlets



Grated inlets

### TYPICAL PARK INLETS



Grassy area inlets

Water & pollutants enter into the storm drain system via inlets.

## CONVEYANCE



Creeks (natural)



Open channels (concrete lined)



Storm drain pipes (typically installed underground)

The water, as well as any pollutants it may carry, is then conveyed through creeks, open channels, and storm drain pipes.

## OUTLETS



Box culvert discharging to a creek

The storm drain conveyance system then discharges into our creeks, rivers, bays and oceans.





Pipe outlet discharging to Mission Bay

*Please help keep our water ways clean*



# BMP KEYWORD REFERENCE GUIDE

Keyword(s)		Full Title of BMP	Page
<b>ORGANIC</b>			
Pet Waste	.....	Removal of Pet Waste	1-2
Human Waste	.....	Removal of Human Waste (Includes Form)	3-5
Plant Materials/Hay Bales	.....	Removal of Plant Materials/Hay Bales	6-7
Grass	.....	Mowing, Sweeping and Disposal of Grass Clippings	8-9
Food Products/Snack Bars	.....	Cleaning, Removing Food/Snack Products	10-11
Blood and Bodily Fluid	.....	Removal of Blood and Bodily Fluid (Includes Form)	12-14
Dead Animals	.....	Removal of Dead Animals (Includes Form)	15-17
<b>CHEMICAL</b>			
Horticultural Pesticides	.....	Handling Horticultural Pesticides	18-19
Fertilizers	.....	Fertilizing Turf and Plant Materials	20-21
Treated Water-Irrigation	.....	Preventing Irrigation Water From Entering Storm Drains (Includes Forms)	22-26
Treated Water-Pool	.....	Preventing Pool Water From Entering Storm Drains	27-28
Treated Water-Power Washing	.....	Preventing Water Used for Power Washing From Entering Storm Drains	29-30
Paint/Whitewash	.....	Applying Paint/Whitewash to Structures (Includes Form)	31-33
Solvents	.....	Using Solvents	34-35
Vehicle Fluids/Oil	.....	Removing, Adding or Changing Vehicle/Equipment Fluids (Includes Attachment and Form)	36-45
Gas/Diesel	.....	Fueling Generators or Equipment With Gasoline or Diesel (Includes Attachment and Form)	46-53
Disinfectants	.....	Using Disinfectants	54-55
Craft Materials	.....	Using Craft Materials	56-57
Other Chemicals, (ex., Soap)	.....	Using Other Chemicals (ex., Soap)	58-59
<b>MAINTENANCE</b>			
Concrete	.....	Demolishing and/or Pouring Concrete	60-61
Dirt/Soil/Sand/Mulch/Decomposed Granite/Aluminum/Metals/Gypsum	.....	Excavation/Containment/Cleanup of Dirt/Soil/Sand/Mulch/Decomposed Granite (DG)/Gypsum	62-63
Paper/Plastics (Litter)	.....	Removal of Glass, Aluminum, Metals, Paper, and Plastic Debris (Litter)	64-65
Trash/Illegal Dump	.....	Removal of Hazardous and Nonhazardous Illegal Dumps (Includes Attachment and Forms)	66-72
Needles	.....	Disposal of Hypodermic Needles (Includes Form)	73-75
Coal/Ash	.....	Clean Area of Charcoal/Ash	76-77
Storm Drain Inspection	.....	Inspecting Storm Drains (Includes Form)	78-81
<b>ADMINISTRATIVE</b>			
Joint Use Agreements/Park Use Permits/Contracts	.....	Applying BMP's to Joint Use Agreements, Park Use Permits, and Landscape Maintenance Contracts (Includes Forms)	82-86
Procedures for Enforcement	.....	Enforcing the Storm Water Pollution Prevention Program (Includes Form)	87-89
Planning and Design	.....	Applying BMP's to Planning and Design	90-91
External Education	.....	Promote Storm Water Pollution Prevention to All Park and Recreation Department Customers	92-93
Training	.....	Implementing the Training Plan	94-95

<p align="center"><b>City of San Diego</b> <b>PARK AND RECREATION DEPARTMENT</b></p>  	<p><b>CATEGORY</b> ORGANIC</p>	<p><b>PAGE</b> 1 of 2</p>	<p><b>DATE</b> SEPTEMBER 2002</p>
	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> REMOVAL OF PET WASTE</p>		

## PROCEDURES

1. Locate storm drains.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Wear appropriate personal protective equipment (minimum of gloves).
4. If liquid: Absorb (ex., sand or absorbent material), shovel or sweep up, place in trash bag, dispose of in trash.
5. If dried: Scrape off, shovel, place in bag, dispose of in trash.
6. If solid: Shovel into trash bag, dispose of in trash.
7. If on high pedestrian traffic/hardscaped areas: Insure the storm drain is protected and then disinfect the area and rinse/mop with water; use wet/dry vac if needed. If on turf or plant material, dilute with water (away from storm drain).
8. Clean and disinfect all equipment used in cleanup, rinse into sewer system (ex., mop sink).
9. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

### MAPS

Map of storm drain locations must be available to staff at every work location.

### MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

### FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

#### CITY POLICY

Follow County Code – Committing Nuisance (requires immediate removal of pet waste by park patron)

#### DEPARTMENT POLICY

Follow code; otherwise pet waste removed by onsite staff

#### BEST MANAGEMENT PRACTICE

See DISINFECTANTS, BLOOD AND BODILY FLUID (if needed)

**PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

Assistant Recreation Center Director	Recreation Aide
Custodian	Recreation Center Director
Grounds Maintenance Worker	Recreation Leader
Park Ranger	Swimming Pool Manager
Pool Guard	Utility Worker

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractor, Public Service Worker, Volunteer

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

Maps Indicating Storm Drain Inlets  
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)  
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

Signage  
For Park Patron Handling Cleanup: Pooper Scooper bags, Trash Can/ Dumpster  
For Staff Handling Cleanup: Absorbent Material (Sand or Kitty Litter), Container/Bucket,  
 Disinfectant, Mop/Broom/Dustpan/Shovel/Scoop, Pick-up Stick, Trash Bags, Wet/Dry Vac (if large amounts)

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Can be at any location

**POSSIBLE SURFACES AFFECTED**

Asphalt  
 Concrete  
 Dirt  
 Gravel  
 Sand  
 Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

Repeat the procedure (contain, remove, disinfect if needed).  
 Follow disinfectant Material Safety Data Sheet (MSDS).

**EVALUATION CRITERIA**

Followed County Code/City Regulations for pet waste removal; added protection of storm drains.  
 Evaluated by decrease in Pooper Scooper bag inventory or reduction in complaints by the public.

<p align="center"><b>BEST MANAGEMENT PRACTICE DEVELOPED BY:</b></p> <p align="center"><b>Park and Recreation Department Staff</b></p> <p>Victoria Brown, Recreation Center Director III          Raul Contreras, Area Manager II          Carla Frogner, Senior Park Ranger          Bruce Martinez, Area Manager II</p>	<p align="center"><b>BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY:</b></p> <p align="center"><b>Department Storm Water Advisory Group</b></p> <p>Div Brasted, District Manager          Joy Newman, Environmental Services          Margaret Ransom, Training Coordinator          Lisa Rini, Training Program Manager ✦</p>
<p align="center">Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.          San Diego Park and Recreation Department, Training Office          War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101</p>	



**BEST MANAGEMENT PRACTICE (BMP)**  
**REMOVAL OF HUMAN WASTE**  
(Includes Form)

**PROCEDURES**

1. Secure the affected area (using cones, ropes, signs).
2. On hardscape: Use absorbent material to contain the fluid and prevent spreading.
3. Locate storm drains.
4. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
5. Wear appropriate personal protective equipment (minimum of gloves, boots, eye protection; wear tyvek suit if extensive).
6. If blood or bodily fluid is present: Disinfect the contaminant (follow disinfectant label instructions).
7. If liquid: Absorb (ex., sand or absorbent material), shovel or sweep up, place in trash bag, dispose of in trash.
8. If solid or dried: Scrape off, shovel into toilet or trash bag, dispose of in trash.
9. If on hardscape: Disinfect the area and rinse/mop with water; use wet/dry vac if needed.
10. If on porous surface: Remove all moist material with shovel, place in trash bag, dispose of in trash.
11. Clean and disinfect all equipment used in cleanup, rinse into sewer system (ex., mop sink).
12. Complete and submit Blood and Bodily Fluid Contact Report.
13. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

**MAPS**

Map of storm drain locations must be available to staff at every work location.

**MONITORING/FREQUENCY**

Perform this Best Management Practice (BMP) as often as needed.

**FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES**

**CITY POLICY**

Blood and Bodily Fluid Contact Report

**DEPARTMENT POLICY**

Restroom Maintenance Procedures

Removal of Blood and Bodily Fluid Procedures

**BEST MANAGEMENT PRACTICE**

See DISINFECTANTS, BLOOD AND BODILY FLUID

**PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

Aquatics Technician	Recreation Center Director
Assistant Recreation Center Director	Recreation Leader
Custodian	Recreation Specialist
Grounds Maintenance Worker	Supervising Custodian
Pool Guard	Swimming Pool Manager
Recreation Aide	Utility Worker

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractor, Contractual Staff, Public Service Worker, Volunteer

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

Maps Indicating Storm Drain Inlets  
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)  
 Spill Kit  
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

Blood and Bodily Fluid Contact Report  
 Broom/Shovel or Scoop/Dustpan  
 Cones/Signage to Secure Area  
 Container/Bucket/Mop  
 Disinfectant  
 Paper Towels  
 Trash Bags  
 Pick-up Stick  
 Wet/Dry Vac (if large amounts)

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Can be at any location

**POSSIBLE SURFACES AFFECTED**

Asphalt  
 Concrete  
 Dirt  
 Gravel  
 Sand  
 Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

Repeat the procedure (contain, remove, disinfect).  
 Follow disinfectant Material Safety Data Sheet (MSDS).

**EVALUATION CRITERIA**

Followed standard procedures for human waste removal; added protection of storm drains.  
 If all Department procedures are followed, no human waste is expected to enter the storm drain.

**BEST MANAGEMENT PRACTICE****DEVELOPED BY:****Park and Recreation Department Staff**

Don Crockett, Supervising Recreation Specialist  
 Johnny Tully, Grounds Maintenance Manager  
 Roger Wammack, Grounds Maintenance Manager

**BEST MANAGEMENT PRACTICE****REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager  
 Joy Newman, Environmental Services  
 Margaret Ransom, Training Coordinator  
 Lisa Rini, Training Program Manager ♦

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office  
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101



## City of San Diego BLOOD/BODILY FLUID CONTACT REPORT

The City of San Diego needs some valuable information from its employees regarding occupational contact with blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the previously mentioned fluids in the workplace. As we receive this information we will be better able to determine the best course of action to ensure a safe working environment.

Please provide the following information, by the end of your workshift, whenever you contact blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the fluids listed above in the workplace. Submit the form to your supervisor for review. Supervisors should forward completed form to Risk Management, Safety & Environmental Health Division, MS #51B.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_ PHONE \_\_\_\_\_

DEPT. \_\_\_\_\_ DIV. \_\_\_\_\_ SHIFT \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_  
(Please be as specific as possible)

OPERATION YOU WERE PERFORMING: \_\_\_\_\_

SUBSTANCE and/or OBJECT: \_\_\_\_\_

QUANTITY: Small \_\_\_\_\_ Moderate \_\_\_\_\_ Large \_\_\_\_\_  
(1 to 3 sharps/a few drops) (4 to 9 sharps/up to 1 cup) (10 or more sharps/over 1 cup)

IN YOUR OPINION, HOW OFTEN DO THESE CONTACTS OCCUR?

Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Frequently \_\_\_\_\_ Infrequently \_\_\_\_\_ Rarely \_\_\_\_\_

Did this substance contact your eyes, mouth or other mucus membrane, open cut or non-contact skin; or was your skin penetrated by a contaminated sharp object? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, inform your supervisor and seek medical attention immediately.

SUPERVISOR'S NAME (PRINT) \_\_\_\_\_ PHONE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

Comments \_\_\_\_\_

SAFETY REPRESENTATIVE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Comments \_\_\_\_\_



**BEST MANAGEMENT PRACTICE (BMP)**  
**REMOVAL OF PLANT MATERIALS/HAY BALES**

**PROCEDURES**

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags, or cover the storm drain if the pollutant is airborne, such as dust from cutting plant materials with power equipment).
3. Onsite staff: Identify an onsite collection site if one does not already exist.
4. Wear the appropriate personal protective equipment for the job.
5. Sweep or rake up all plant material onto burlap and shake into dumpster/vehicle or take to designated brush collection site. If sweeping: Collect and put into greenwaste dumpster or transport to landfill (greenwaste section). If amount of waste does not fill a pickup truck, put in onsite greenwaste dumpster. If greenwaste dumpster is not available, put in trash dumpster.
6. Sweep up and dispose of any debris left behind, or blow it back into the landscape.
7. When transporting, cover plant material loaded in vehicles with a tarp.
8. Protect any plant material left at a designated brush collection site with a barrier/berm. Remove plant material at least weekly. Cover plant material when transporting.
9. For hay bales: Sweep or rake up and put in trash any loose hay that is left behind after the event or while moving, loading or unloading hay bales. Cover hay bales when transporting.
10. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

**MAPS**

Map of storm drain locations must be available to staff at every work location.

**MONITORING/FREQUENCY**

Perform this Best Management Practice (BMP) as often as needed.  
Weekly minimum removal of stored plant material.

**FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES**

**CITY POLICY**

No written policy at this time

**DEPARTMENT POLICY**

No written policy at this time

**BEST MANAGEMENT PRACTICE**

When using gasoline powered equipment, see GAS/DIESEL; VEHICLE FLUIDS/OIL

**PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

Greenskeeper  
 Greenskeeper Supervisor  
 Grounds Maintenance Worker  
 Laborer  
 Lead Cemetery Groundskeeper

Hay Bales includes:  
 Assistant Recreation Center Director  
 Recreation Aide  
 Recreation Center Director  
 Recreation Leader  
 Recreation Specialist

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractor, Public Service Worker, Volunteer

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

Maps Indicating Storm Drain Inlets  
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)  
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

Brooms/Rakes  
 Burlap  
 Gas Powered Equipment (Blower, Chainsaw, Hedger)  
 Hand Saws  
 Loppers  
 Trash Bags

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Citywide Parks  
 Golf Courses  
 Open Space Areas

**POSSIBLE SURFACES AFFECTED**

Asphalt  
 Concrete  
 Dirt  
 Gravel  
 Sand  
 Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

Repeat procedures if spilled.

**EVALUATION CRITERIA**

Current practices are satisfactory; protection of storm drains was added.  
 Supervisors will conduct and document periodic visual inspections.  
 If all Department procedures are followed, no pollutant is expected to enter the storm drains.

**BEST MANAGEMENT PRACTICE****DEVELOPED BY:**

Park and Recreation Department Staff

Rico Coloma, Swimming Pool Manager III  
 Kevin Jampa, Utility Supervisor  
 Angel Prado, Grounds Maintenance Manager  
 Pat Segawa, Golf Course Manager  
 Renee Tipton, Grounds Maintenance Supervisor  
 Isabel Vargas, District Manager  
 Joe Vissers, Utility Supervisor

**BEST MANAGEMENT PRACTICE****REVIEWED/COMPILED(♦) BY:**



Department Storm Water Advisory Group

Div Brasted, District Manager  
 Joy Newman, Environmental Services  
 Margaret Ransom, Training Coordinator ♦  
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office  
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101



City of San Diego PARK AND RECREATION DEPARTMENT		CATEGORY ORGANIC	PAGE 1 of 2	DATE SEPTEMBER 2002
 		<b>BEST MANAGEMENT PRACTICE (BMP)</b> MOWING, SWEEPING AND DISPOSAL OF GRASS CLIPPINGS		

## PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Onsite staff: Insure that affected storm drains are covered or protected; insure that there is no irrigation 24 hours prior to mowing.
4. Wear appropriate personal protective equipment when using power equipment.
5. Onsite staff: After mowing/edging, sweep or blow grass clippings from hardscaped areas (sidewalks, asphalt, etc.) back into landscape. If sweeping, collect and put into greenwaste dumpster or transport, covered, to the landfill (greenwaste section). If amount of waste does not fill a pickup truck, put in onsite greenwaste dumpster. If greenwaste dumpster is not available, put in trash dumpster.
6. Mowing staff: After mowing/edging, use turf sweeper to pick up clippings; dump clippings in area designated by onsite supervisor.
7. Onsite staff: Put a protective barrier/berm around any clippings left at a designated disposal site. Cover with tightly meshed net and insure no clippings can get into storm drains; remove (or have removed) grass clippings at least weekly.
8. Mowing staff: Sweep off mowing equipment (onto turf) before loading and transporting. At the end of the shift, clean mowers/edgers in designated wash areas.
9. Mowing staff: Sweep any clippings remaining in parking areas after loading/unloading onto turf or put in onsite greenwaste dumpster. If greenwaste dumpster is not available, put in trash dumpster.
10. Onsite staff: At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

### MAPS

Map of storm drain locations must be available to staff at every work location.

### MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) every time turf is mowed or edged.

### FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

#### CITY POLICY

No written policy at this time

#### DEPARTMENT POLICY

No written policy at this time

#### BEST MANAGEMENT PRACTICE

See LITTER, PET WASTE, PLANT MATERIAL/HAY BALES

**PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

Equipment Operator	Lead Cemetery Groundskeeper
Equipment Technician	Light Equipment Operator
Golf Course Superintendent	Recreation Aide
Greenskeeper	Recreation Leader
Grounds Maintenance Worker	Seven-Gang Mower Operator

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractor

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

Maps Indicating Storm Drain Inlets  
 Personal Protective Equipment (ex., Eye/Hearing Protection, Gloves, Tyvek Suit, Rubber Boots)  
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

Blowing/Edging/Mowing/Sweeping Equipment  
 Broom/Shovel  
 Sweeper  
 Tightly Meshed Net  
 Trash Bag/Can

**LOCATION OF USE/ACTIVITY**

Cemeteries  
 Citywide Parks and Fields  
 Golf Courses  
 Open Space Areas  
 Roadways

**SURFACES AFFECTED**

Asphalt  
 Concrete  
 Dirt  
 Gravel  
 Sand  
 Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

If all Department procedures are followed, no pollutant is expected to enter the storm drains.

**EVALUATION CRITERIA**

Current practices satisfactory; added protection of storm drains.  
 Supervisors will conduct and document periodic visual inspections.

**BEST MANAGEMENT PRACTICE****DEVELOPED BY:****Park and Recreation Department Staff**

Eugene Bianchi, Greenskeeper Supervisor  
 Beethoven Burks, Grounds Maintenance Manager  
 Rico Coloma, Swimming Pool Manager III  
 Dave Long, Grounds Maintenance Manager  
 Pat Segawa, Golf Course Manager

**BEST MANAGEMENT PRACTICE****REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager  
 Joy Newman, Environmental Services  
 Margaret Ransom, Training Coordinator ♦  
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office  
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101



**BEST MANAGEMENT PRACTICE (BMP)**  
CLEANING, REMOVING FOOD/SNACK PRODUCTS

**PROCEDURES**

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Locate food/snack booths away from storm drains when possible.
4. Supply a sufficient number of trash cans and trash bags for the area/event.
5. Insure that trash cans are emptied as needed and do not overflow.
6. Insure that all ice chests (with only ice remaining) are emptied onto turf or shrub areas and away from storm drains.
7. Pick up (with pick-up sticks or disposable gloves) all solid food and debris, place into trash bags, and dispose of in trash cans.
8. Hardscape areas: If using absorbent materials, pick up and dispose of used materials in trash can; if using mops, rags, or sponges, clean up into indoor sinks or mop sinks that are connected to the sewer.  
Landscape areas: Shovel off affected area and dispose of in trash cans.  
Turf areas: Hose off into turf and away from storm drains.
9. Wash sticky areas with soap and water; absorb with mops, rags, or sponges; and clean in indoor sinks or mop sinks that are connected to the sewer.
10. Follow the BMP for Preventing Water Used for Power Washing from Entering Storm Drains after large events.
11. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

**MAPS**

Map of storm drain locations must be available to staff at every work location.

**MONITORING/FREQUENCY**

Perform this Best Management Practice (BMP) as often as needed.

**FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES**

**CITY POLICY**

No written policy at this time

**DEPARTMENT POLICY**

No written policy at this time

**BEST MANAGEMENT PRACTICE**

See LITTER, TREATED WATER - POWER WASHING

**PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

Area Manager	Recreation Center Director
Assistant Recreation Center Director	Recreation Leader
Custodian	Recreation Specialist
Grounds Maintenance Worker	Supervising Custodian
Pool Guard	Swimming Pool Manager
Recreation Aide	Utility Worker

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractual Staff, Public Service Worker, Volunteer

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

Maps Indicating Storm Drain Inlets  
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

Broom/Shovel/Dustpan	Rag
Bucket/Mop	Sponge
Pick-up Stick	Trash Bag/Can

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Beaches  
 Open Space Areas  
 Parking Lots  
 Parks  
 Recreation Centers  
 Sport Complexes  
 Streets

**POSSIBLE SURFACES AFFECTED**

Asphalt  
 Concrete  
 Dirt  
 Gravel  
 Sand  
 Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

If all Department procedures are followed, no pollutant is expected to enter the storm drains.

**EVALUATION CRITERIA**

Current practices satisfactory; added protection of storm drains.  
 Supervisors will conduct and document periodic visual inspections.



**BEST MANAGEMENT PRACTICE****DEVELOPED BY:****Park and Recreation Department Staff**

Millie Acasio, Recreation Specialist  
 Kathy Aceves, District Manager  
 Camille Medina, Area Manager II  
 Jake Orbin, Grounds Maintenance Manager  
 Bill Overstreet, Grounds Maintenance Supervisor  
 Phyllis Swanegan, Supervising Custodian  
 Johnny Tully, Grounds Maintenance Manager  
 Isabel Vargas, District Manager

**BEST MANAGEMENT PRACTICE****REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager  
 Joy Newman, Environmental Services  
 Margaret Ransom, Training Coordinator ♦  
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.  
 San Diego Park and Recreation Department, Training Office  
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

<p align="center"><b>City of San Diego PARK AND RECREATION DEPARTMENT</b></p> <div style="display: flex; justify-content: space-around;">   </div>	<p><b>CATEGORY</b> ORGANIC</p>	<p><b>PAGE</b> 1 of 3</p>	<p><b>DATE</b> SEPTEMBER 2002</p>
	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> REMOVAL OF BLOOD AND BODILY FLUID (Includes Form)</p>		

## PROCEDURES

1. Secure the affected area (using cones, ropes, signs).
2. Contain the fluid to prevent spreading on hardscape.
3. Locate storm drains.
4. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
5. Wear appropriate personal protective equipment (minimum of gloves, boots, eye protection; wear tyvek suit if extensive).
6. Disinfect the contaminant (follow disinfectant label instructions).
7. Absorb (ex., sand or absorbent material); shovel or sweep up, place in trash bag, dispose of in trash.
8. If dried: Scrape off and shovel any dried material into toilet or place in trash bag, dispose of in trash.
9. Disinfect the area and rinse/mop with water; use wet/dry vac if needed.
10. Clean and disinfect all equipment used in cleanup; rinse into sewer system (ex., mop sink).
11. Complete and submit Blood and Bodily Fluid Contact Report.
12. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Perform this Best Management Practice (BMP) as often as needed.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b></p> <p><b>CITY POLICY</b> Blood and Bodily Fluid Contact Report</p> <p><b>DEPARTMENT POLICY</b> Restroom Maintenance Procedures, Removal of Blood and Bodily Fluid Procedures</p> <p><b>BEST MANAGEMENT PRACTICE</b> See DISINFECTANTS</p>



**PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

Aquatics Technician	Recreation Center Director
Assistant Recreation Center Director	Recreation Leader
Custodian	Recreation Specialist
Grounds Maintenance Worker	Supervising Custodian
Pool Guard	Swimming Pool Manager
Recreation Aide	Utility Worker

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractor, Contractual Staff, Public Service Worker, Volunteer

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

Maps Indicating Storm Drain Inlets  
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)  
 Spill Kit  
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

Absorbent Material (Sand/Paper Towel)  
 Blood and Bodily Fluid Contact Report  
 Bucket/Mop  
 Broom/Dustpan/Shovel/Scoop  
 Cones/Signage to Secure Area  
 Disinfectant  
 Pick-up Stick  
 Trash Bag  
 Wet/Dry Vac

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Can be at any location

**POSSIBLE SURFACES AFFECTED**

Asphalt  
 Concrete  
 Dirt  
 Gravel  
 Sand  
 Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

Repeat the procedure (contain, remove, disinfect).

**EVALUATION CRITERIA**

Followed OSHA procedures for removal of blood/bodily fluids; added protection of storm drains.  
 Evaluated by review of Blood and Bodily Fluid Contact Reports. If all Department procedures are followed, no blood or bodily fluids are expected to enter the storm drains.

**BEST MANAGEMENT PRACTICE****DEVELOPED BY:**

Park and Recreation Department Staff

Mark Cannon, Building Supervisor  
 Eileen Gianola, Supervising Recreation Specialist  
 Mike Poston, Grounds Maintenance Supervisor  
 Johnny Tully, Grounds Maintenance Manager

**BEST MANAGEMENT PRACTICE****REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager  
 Joy Newman, Environmental Services  
 Margaret Ransom, Training Coordinator  
 Lisa Rini, Training Program Manager ♦

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.  
 San Diego Park and Recreation Department, Training Office  
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

## City of San Diego BLOOD/BODILY FLUID CONTACT REPORT

The City of San Diego needs some valuable information from its employees regarding occupational contact with blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the previously mentioned fluids in the workplace. As we receive this information we will be better able to determine the best course of action to ensure a safe working environment.

Please provide the following information, by the end of your workshift, whenever you contact blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the fluids listed above in the workplace. Submit the form to your supervisor for review. Supervisors should forward completed form to Risk Management, Safety & Environmental Health Division, MS #51B.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_ PHONE \_\_\_\_\_

DEPT. \_\_\_\_\_ DIV. \_\_\_\_\_ SHIFT \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_  
(Please be as specific as possible)

OPERATION YOU WERE PERFORMING: \_\_\_\_\_

SUBSTANCE and/or OBJECT: \_\_\_\_\_

QUANTITY:    Small \_\_\_\_\_    Moderate \_\_\_\_\_    Large \_\_\_\_\_  
                  (1 to 3 sharps/a few drops)    (4 to 9 sharps/up to 1 cup)    (10 or more sharps/over 1 cup)

IN YOUR OPINION, HOW OFTEN DO THESE CONTACTS OCCUR?

Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Frequently \_\_\_\_\_ Infrequently \_\_\_\_\_ Rarely \_\_\_\_\_

Did this substance contact your eyes, mouth or other mucus membrane, open cut or non-contact skin; or was your skin penetrated by a contaminated sharp object? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, inform your supervisor and seek medical attention immediately.



SUPERVISOR'S NAME (PRINT) \_\_\_\_\_ PHONE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

Comments \_\_\_\_\_

SAFETY REPRESENTATIVE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Comments \_\_\_\_\_

<p align="center"><b>City of San Diego</b> <b>PARK AND RECREATION DEPARTMENT</b></p> <div style="display: flex; justify-content: space-around;">   </div>	<p><b>CATEGORY</b> ORGANIC</p>	<p><b>PAGE</b> 1 of 3</p>	<p><b>DATE</b> SEPTEMBER 2002</p>
	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> <b>REMOVAL OF DEAD ANIMALS</b> (Includes Form)</p>		

**ORGANIC**

**PROCEDURES**

1. Secure the affected area. If in public view, cover or use cones. Contain bodily fluid with absorbent materials if needed.
2. Locate storm drains.
3. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
4. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

**For small animals:**

5. Wear appropriate personal protective equipment (minimum of gloves, boots; wear tyvek suit if extensive fluids).
6. Shovel or sweep up carcass, place in trash bag, dispose of in trash. If liquid remains: Absorb (ex., sand or absorbent material), shovel up and place in trash bag, dispose of in trash. If dried: Scrape off, shovel up and place in trash bag, dispose of in trash.
7. If in high pedestrian traffic/hardscaped area: Disinfect the area, rinse/mop with water; use wet/dry vac if needed.
8. Clean and disinfect all equipment used in cleanup; rinse into sewer system (ex., mop sink).

**For large animals, or if evidence of foul play regarding the death of the animal:**

9. Contact appropriate agency for removal (ex., Environmental Services Dead Animal Removal).

<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Perform this Best Management Practice (BMP) as often as needed.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b></p> <p><b>CITY POLICY</b> Contact appropriate agency for removal</p> <p><b>DEPARTMENT POLICY</b> No written policy at this time</p> <p><b>BEST MANAGEMENT PRACTICE</b> See DISINFECTANTS, BLOOD AND BODILY FLUID</p>



**PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

Assistant Recreation Center Director	Recreation Aide
Custodian	Recreation Center Director
Grounds Maintenance Worker	Recreation Leader
Park Ranger	Swimming Pool Manager
Pool Guard	

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractor, Volunteer

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

Maps Indicating Storm Drain Inlets  
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)  
 Spill Kit  
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

Absorbent Material (Sand)  
 Blood and Bodily Fluid Contact Report  
 Cones/Cover  
 Disinfectant  
 Mop  
 Pick-Up Stick  
 Shovel and/or Scoop  
 Trash Bag  
 Wet/Dry Vac

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Can be at any location

**POSSIBLE SURFACES AFFECTED**

Asphalt  
 Concrete  
 Dirt  
 Gravel  
 Sand  
 Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

Repeat the procedure (secure, remove, disinfect if needed).

**EVALUATION CRITERIA**

Current practices satisfactory; added protection of storm drains.  
 If all Department procedures are followed, no contaminants are expected to enter the storm drains.

**BEST MANAGEMENT PRACTICE****DEVELOPED BY:**

Park and Recreation Department Staff

Victoria Brown, Recreation Center Director III  
 Raul Contreras, Area Manager II  
 Bruce Martinez, Area Manager II  
 Byron Wishnek, Grounds Maintenance Manager

**BEST MANAGEMENT PRACTICE****REVIEWED/COMPILED(✦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager  
 Joy Newman, Environmental Services  
 Margaret Ransom, Training Coordinator  
 Lisa Rini, Training Program Manager ✦

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.  
 San Diego Park and Recreation Department, Training Office  
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

## City of San Diego BLOOD/BODILY FLUID CONTACT REPORT

The City of San Diego needs some valuable information from its employees regarding occupational contact with blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the previously mentioned fluids in the workplace. As we receive this information we will be better able to determine the best course of action to ensure a safe working environment.

Please provide the following information, by the end of your workshift, whenever you contact blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the fluids listed above in the workplace. Submit the form to your supervisor for review. Supervisors should forward completed form to Risk Management, Safety & Environmental Health Division, MS #51B.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_ PHONE \_\_\_\_\_

DEPT. \_\_\_\_\_ DIV. \_\_\_\_\_ SHIFT \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_  
(Please be as specific as possible)

OPERATION YOU WERE PERFORMING: \_\_\_\_\_

SUBSTANCE and/or OBJECT: \_\_\_\_\_

QUANTITY:    Small \_\_\_\_\_    Moderate \_\_\_\_\_    Large \_\_\_\_\_  
                  (1 to 3 sharps/a few drops)    (4 to 9 sharps/up to 1 cup)    (10 or more sharps/over 1 cup)

IN YOUR OPINION, HOW OFTEN DO THESE CONTACTS OCCUR?

Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Frequently \_\_\_\_\_ Infrequently \_\_\_\_\_ Rarely \_\_\_\_\_

Did this substance contact your eyes, mouth or other mucus membrane, open cut or non-contact skin; or was your skin penetrated by a contaminated sharp object? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, inform your supervisor and seek medical attention immediately.



SUPERVISOR'S NAME (PRINT) \_\_\_\_\_ PHONE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

Comments \_\_\_\_\_

SAFETY REPRESENTATIVE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Comments \_\_\_\_\_

<p style="text-align: center;">City of San Diego PARK AND RECREATION DEPARTMENT</p> <div style="display: flex; justify-content: space-around;">   </div>	<p><b>CATEGORY</b> CHEMICAL</p>	<p><b>PAGE</b> 1 of 2</p>	<p><b>DATE</b> Revised April 2003 Supercedes September 2002</p>
	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> HANDLING HORTICULTURAL PESTICIDES</p>		

## PROCEDURES

1. Determine if there are Integrated Pest Management Practices (mechanical, cultural, or biological) to solve the problem without the use of chemical pesticides. Use these methods first, before using a pesticide.
2. Use only pesticides on the Director's List.
3. Transport pesticides in accordance with pesticide safety regulations; do not transport in the passenger compartment of a vehicle; all containers must be labeled and sealed; all containers must be transported in an upright and secure position.
4. Locate storm drains; visually inspect and remove debris prior to beginning activity.
5. Protect the storm drain(s) if there is any chance the pollutant could enter it (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
6. Wear appropriate personal protective equipment (minimum of gloves, boots, eye protection and tyvek suit).
7. Mix over a bucket using an accurate measuring device (cups, spoons, etc.); pour the pesticide below eye level; use the proper rate and follow all directions on the label; do not mix near a storm drain.
8. When spraying pesticides, do not spray if windy; follow all label directions; do not spray in areas near storm drains.
9. Spray at least 24 hours in advance of rain or irrigation.
10. Modify irrigation schedules as needed to prevent contaminated runoff.
11. At conclusion of application, triple rinse and clean sprayers in the area that has been sprayed; spray the rinse water onto the same plant material as the application; do not rinse on slopes where the rinse water may run into storm drains.
12. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.
13. Return to site after plant material is dead; remove dead plant material and sweep/clean area as needed; do not allow dead plant material to enter storm drains.

### MAPS

Map of storm drain locations must be available to staff at every work location.

### MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

### FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

#### CITY POLICY

Administrative Regulation 75.65 (Hazardous Materials Management Plan)

Administrative Regulation 75.75 (Hazardous Materials Training)

#### DEPARTMENT POLICY

Department Instruction 6.11 (Use of Pesticides)

#### BEST MANAGEMENT PRACTICE

Follow all regulatory agency requirements

See pesticide training workbook/binder

**PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

Golf Course Superintendent	Nursery Gardener
Greenskeeper	Park Ranger
Greenskeeper Supervisor	Pesticide Applicator
Grounds Maintenance Supervisor	Pesticide Supervisor
Grounds Maintenance Worker	Senior Park Ranger
Lead Cemetery Groundskeeper	

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractor, Volunteer in the Ranger Program

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

Maps Indicating Storm Drain Inlets  
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)  
 Spill Kit  
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

Approved Sprayers  
 Bucket  
 Broom/Shovel/Dustpan  
 Label and Material Data Safety Sheet (MSDS) for Pesticide  
 Measuring Cups/Spoons

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Campgrounds  
 Canyons  
 Fields  
 Parks  
 Recreation Centers  
 Roadsides  
 Sidewalks  
 Trails

**POSSIBLE SURFACES AFFECTED**

Asphalt  
 Concrete  
 Dirt  
 Gravel  
 Sand  
 Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

Follow procedures listed on the pesticide label and Material Safety Data Sheet (MSDS).

**EVALUATION CRITERIA**

These procedures follow all Federal, State, and County regulations, and Department Instructions.  
 If all Department procedures are followed, no pollutant is expected to enter the storm drains.

**BEST MANAGEMENT PRACTICE****DEVELOPED BY:****Park and Recreation Department Staff**



Carla Frogner, Senior Park Ranger  
 Paul Kilburg, Senior Park Ranger  
 Steve Remley, District Manager  
 Eileen Rodriguez, Pesticide Supervisor/OCA  
 Pat Segawa, Golf Course Manager

**BEST MANAGEMENT PRACTICE****REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager  
 Joy Newman, Environmental Services  
 Margaret Ransom, Training Coordinator ♦  
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office  
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92104

<p>City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p>CATEGORY CHEMICAL</p>	<p>PAGE 1 of 2</p>	<p>DATE Revised April 2003 Supersedes September 2002</p>
<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> FERTILIZING TURF AND PLANT MATERIALS</p>			

## PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Wear appropriate personal protective equipment (minimum of eye protection, rubber gloves, dust mask).
4. Place hopper/spreader on tarp to catch spills when pouring fertilizer.
5. Pour any spilled fertilizer back into hopper/spreader by gathering up tarp and pouring excess into hopper/spreader.
6. Follow all fertilizer label and Material Safety Data Sheet (MSDS) guidelines for application.
7. Sweep or blow onto turf any fertilizer on sidewalks, asphalt, or other hardscaped areas.
8. Irrigate fertilized areas if required on the label; insure that water does not go into storm drains.
9. Leave sand bags, gravel bags and/or mats covering drains in place until after irrigation is complete.
10. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.
11. In the event of forecasted or actual rain, fertilization will be rescheduled.

CHEMICAL

<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Perform this Best Management Practice (BMP) as often as needed.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b>  <b>CITY POLICY</b>  Administrative Regulation 75.65 (Hazardous Materials Management Plan)  Administrative Regulation 75.75 (Hazardous Materials Training)  <b>DEPARTMENT POLICY</b>  No written policy at this time  <b>BEST MANAGEMENT PRACTICE</b>  See TREATED WATER - IRRIGATION</p>



**PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

Equipment Operator  
 Golf Course Superintendent  
 Greenskeeper  
 Grounds Maintenance Worker

Lead Cemetery Groundskeeper  
 Nursery Gardener  
 Utility Worker

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractor

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

Maps Indicating Storm Drain Inlets  
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)  
 Spill Kit  
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

Blower  
 Broom/Shovel/Dustpan  
 Fertilizer  
 Hopper/Spreader  
 Label and Material Safety Data Sheet (MSDS) for Fertilizer  
 Tarp

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Citywide Parks and Fields  
 Golf Courses  
 Open Space Areas  
 Roadways

**POSSIBLE SURFACES AFFECTED**

Asphalt  
 Concrete  
 Dirt  
 Gravel  
 Sand  
 Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

Follow label and Material Safety Data Sheet (MSDS). Sweep up and reuse any excess or spilled fertilizer. If fertilizer becomes contaminated (ex., mixed or spilled in with another chemical) and/or is not reusable, follow hazardous waste procedures.

**EVALUATION CRITERIA**

Current practices satisfactory; added protection of storm drains.  
 Supervisors will conduct and document periodic visual inspections.

**BEST MANAGEMENT PRACTICE****DEVELOPED BY:**

Park and Recreation Department Staff



Donald Pio, Grounds Maintenance Manager  
 Pat Segawa, Golf Course Manager

**BEST MANAGEMENT PRACTICE****REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager  
 Joy Newman, Environmental Services  
 Margaret Ransom, Training Coordinator ♦  
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.  
 San Diego Park and Recreation Department, Training Office  
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

<p align="center"><b>City of San Diego</b> <b>PARK AND RECREATION DEPARTMENT</b></p> <div style="display: flex; justify-content: space-around;">   </div>	<p><b>CATEGORY</b> CHEMICAL</p>	<p><b>PAGE</b> 1 of 5</p>	<p><b>DATE</b> SEPTEMBER 2002</p>
<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> PREVENTING IRRIGATION WATER FROM ENTERING STORM DRAINS (Includes Forms)</p>			

## PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Perform weekly irrigation system checks.
4. If problems: Submit Irrigation Work Request Form to the irrigation repair crew as soon as problems are found; submit a Weekly Facility, Furnishings & Grounds Safety Inspection Form to the site supervisor/manager detailing problems.
5. Adjust/repair sprinkler heads weekly or as needed to avoid runoff.
6. Adjust irrigation/hand watering to shorter but more frequent run times as necessary to avoid runoff.
7. Schedule all pesticide and fertilizer applications to prevent contaminated runoff; do not irrigate less than 24 hours after most pesticide applications (follow label directions).
8. If excessive water due to broken pipes or other problems (ex., when using hand/mud/mechanical pumps), protect the storm drain from runoff using sand bags or gravel bags.
9. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

CHEMICAL

<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Perform this Best Management Practice (BMP) as often as needed.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b></p> <p><b>CITY POLICY</b> No written policy at this time</p> <p><b>DEPARTMENT POLICY</b> Follow irrigation guidelines established by the Water Conservation Program</p> <p><b>BEST MANAGEMENT PRACTICE</b> See FERTILIZER, HORTICULTURAL PESTICIDES</p>

**PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

Equipment Technician	Lead Cemetery Groundskeeper
Golf Course Superintendent	Nursery Gardener
Greenskeeper	Nursery Supervisor
Grounds Maintenance Worker	Utility Worker

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractor, Public Service Worker, Volunteer

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

Maps Indicating Storm Drain Inlets  
Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

Broom/Shovel  
Hand/Mud/Mechanical Pump  
Irrigation Parts  
Irrigation Repair Tools  
Irrigation Work Request Form  
Weekly Facility, Furnishings & Grounds Safety Inspection Form

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Golf Courses  
Medians  
Nursery  
Parks  
Pools  
Recreation Centers  
Rights-of-Way

**POSSIBLE SURFACES AFFECTED**

Asphalt  
Concrete  
Dirt  
Gravel  
Sand  
Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

Shut off irrigation water as close as possible to the broken pipe(s). Decrease irrigation system run times if there is excessive runoff. Hand watering, portable sprinklers or manual irrigation is stopped if runoff occurs; irrigation does not proceed until water can soak in.

**EVALUATION CRITERIA**

Evaluated by review of the Weekly Facility, Furnishings & Grounds Safety Inspection and the Irrigation Work Request forms.  
If all Department procedures are followed, no pollutant is expected to enter the storm drains.

**BEST MANAGEMENT PRACTICE****DEVELOPED BY:**

Park and Recreation Department Staff

Nick Alesi, Grounds Maintenance Manager  
Janine Anderson, Grounds Maintenance Manager  
John Mellein, Nursery Supervisor

**BEST MANAGEMENT PRACTICE****REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager  
Joy Newman, Environmental Services  
Margaret Ransom, Training Coordinator ♦  
Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.  
San Diego Park and Recreation Department, Training Office  
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101



SAN DIEGO PARK AND RECREATION DEPARTMENT  
WEEKLY  
FACILITY, FURNISHINGS & GROUNDS  
SAFETY INSPECTION  
DEPARTMENT INSTRUCTION 6.6

P = Pass  
F = Fail  
N/A = Not Applicable

Location Inspected: \_\_\_\_\_ Date of Inspection \_\_\_\_\_

Name(Print) \_\_\_\_\_

Signature of Inspector \_\_\_\_\_ Title \_\_\_\_\_

**GENERAL ENVIRONMENT**

	P	F	N/A		P	F	N/A
A. Picnic Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Picnic Shelters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Benches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Barbecue Grills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Hot Coal Containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Drinking Fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Telephones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Graffiti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. No Obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**COMFORT STATION**

	P	F	N/A		P	F	N/A
A. Clean & Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Doors Free of Obstacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Fixtures (Shower Heads, Sink, Bowls, Hand Dryer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Graffiti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Drinking Fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Floor Surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				G. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PARKING LOTS/ SIDEWALKS (Cracks, Chips, Sand)/STAIRWAYS**

	P	F	N/A		P	F	N/A
A. Pot Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Railings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Landings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TURF AREAS/ATHLETIC FIELDS/MULTI-PURPOSE COURTS**

	P	F	N/A		P	F	N/A
A. Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Exposed or Broken Sprinkler Heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Base Anchors/Plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Dugout Benches/Bleachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Backboard/Rims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Nets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Surfacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TREES (Broken Limbs, Stubs, Etc.)**

P F N/A  
☐ ☐ ☐

**FENCING**

	P	F	N/A		P	F	N/A
A. Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Protruding Wire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Gates (Operational, Locks Functional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**TRAILS**

	P	F	N/A		P	F	N/A
A. Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Erosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Hand Rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Trail Markers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Railroad Ties/Telephone Post	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Stairs/Steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**BUILDINGS****Fire Prevention**

	P	F	N/A
A. Flammable Liquids stored properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	P	F	N/A
B. Fire extinguishers full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Electrical**

A. All junction boxes, outlets, switches installed & covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------

B. Only one electrical plug per outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------

C. Electrical panel accessible (nothing within 30" in front of panel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------

D. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------	--------------------------	--------------------------	--------------------------

**Building, Restrooms & General**

A. All rooms clean & free of debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------	--------------------------	--------------------------

B. Panic hardware in working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
------------------------------------	--------------------------	--------------------------	--------------------------

C. Fixtures (Shower Heads, Sink, Bowls, Hand Dryer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------

D. Doors free of obstacles & properly hinged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------

E. Floor Surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-------------------	--------------------------	--------------------------	--------------------------

F. Drinking Fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----------------------	--------------------------	--------------------------	--------------------------

G. Graffiti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-------------	--------------------------	--------------------------	--------------------------

H. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------	--------------------------	--------------------------	--------------------------

**First Aid Equipment**

A. Minimum supply on hand according to standard first aid list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------

B. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------	--------------------------	--------------------------	--------------------------

**SHORELINE**

	P	F	N/A
A. Irrigation Exposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Rip Rap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Drain Outlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Above Grade Drain Swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Coastal Bluffs (Stability, Slumps, Park Improvements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Fire Rings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Offshore Buoys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	P	F	N/A
B. Wash Outs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Erosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Beach Mooring Bars (Weeds, Signs, Wash Outs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Volleyball Courts (Nets, Poles)/ Basketball Courts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Street End Barricades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**BOAT RAMP/DOCKS**

	P	F	N/A
A. Railings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Cleats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Ramps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Hinges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Rollers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Nonskid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	P	F	N/A
B. Deck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Chains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Nails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE EXPLAIN ANY "FAILED" RATINGS AND ACTIONS TAKEN

COMMENTS:

Work Request  
Submitted by \_\_\_\_\_Date Work Request  
Submitted \_\_\_\_\_

Date Secured \_\_\_\_\_

District Manager (if required) \_\_\_\_\_

Date \_\_\_\_\_

Grounds Maintenance Manager/Area Manager \_\_\_\_\_

Date \_\_\_\_\_

Grounds Maintenance Supervisor \_\_\_\_\_

Date \_\_\_\_\_

IRRIGATION LOG NUMBER

## IRRIGATION WORK REQUEST

DIV. NUMBER

JOB ORDER NUMBER

REQUESTOR'S NAME		DATE	NAME OF PARK	
REQUESTOR'S PHONE NUMBER		ADDRESS OF PARK		
URGENT <input type="checkbox"/> (BECAUSE) ROUTINE <input type="checkbox"/>				
HAS PROBLEM BEEN DUG OUT AND EXPOSED			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			REPLACEMENT <input type="checkbox"/>	REPAIR <input type="checkbox"/>
MANUAL VALVE <input type="checkbox"/> AUTOMATIC VALVE <input type="checkbox"/> UNDERGROUND LEAK <input type="checkbox"/>				



LOCATION				ACCURATE
MAP #	GRID REF.	CLOCK	STA.	DESCRIPTION OF PROBLEM

VALVES			
TYPE	#	SIZE	PROBLEM

UNDERGROUND LEAK	
SIZE OF PIPE	TYPE OF PIPE

SIGNATURE OF PERSON COMPLETING SERVICE	
TITLE	DATE COMPLETED

WHITE AND YELLOW TO PERFORMING DEPT. WHICH WILL RETURN WHITE TO REQUESTOR  
 PINK - REQUESTOR RETAIN  
 PR-1594 (REV. 7-83)

City of San Diego PARK AND RECREATION DEPARTMENT		CATEGORY CHEMICAL	PAGE 1 of 2	DATE SEPTEMBER 2002
 		BEST MANAGEMENT PRACTICE (BMP) PREVENTING POOL WATER FROM ENTERING STORM DRAINS		

## PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Notify Metropolitan Waste Water District (MWWD) and Council District office prior to draining water to sewers.
4. Dechlorinate and neutralize water before draining permanent and portable pools to the sewer.
5. Drain treated water and backwash water through hose to sewers.
6. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

C  
H  
E  
M  
I  
C  
A  
L

### MAPS

Map of storm drain locations must be available to staff at every work location.

### MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

### FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

#### CITY POLICY

No written policy at this time

#### DEPARTMENT POLICY

No written policy at this time

#### BEST MANAGEMENT PRACTICE

No additional reference

**PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

Aquatics Technician	Pool Guard
Electrician	Swimming Pool Manager
Equipment Technician	Utility Worker

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractor

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

Maps Indicating Storm Drain Inlets  
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

None identified

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Pools  
 Recreation Centers

**POSSIBLE SURFACES AFFECTED**

Asphalt  
 Concrete  
 Dirt  
 Gravel  
 Sand  
 Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

If all Department procedures are followed, no pollutant is expected to enter the storm drains.

**EVALUATION CRITERIA**

Current practices satisfactory; added protection of storm drains.  
 Supervisors will conduct and document periodic visual inspections.

**BEST MANAGEMENT PRACTICE****DEVELOPED BY:****Park and Recreation Department Staff**

Terry Rand, Aquatics Technician Supervisor  
 Marilyn Stern, District Manager

**BEST MANAGEMENT PRACTICE****REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager  
 Joy Newman, Environmental Services  
 Margaret Ransom, Training Coordinator ♦  
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office  
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101